



Request for Proposals for Editor in Chief *Journal of Physician Assistant Education*

The Board of Directors of the Physician Assistant Education Association (PAEA) invites proposals for editorial management of the quarterly scholarly *Journal of Physician Assistant Education*.

OBJECTIVE

The Association intends to enter into a three-year contract to provide editorial management of the *Journal of Physician Assistant Education* (JPAE). The contract period will run from January 1, 2022, to December 31, 2024. A second three-year contract term may be entered into upon approval from the PAEA Board of Directors. To ensure a smooth transition in January 2022, the selected appointee will work with the current Editor in Chief (EIC) Dave Asprey for the last five months of 2021 in a training role.

Deadlines

Deadline for proposal submission: **May 27, 2021**

Interviews will be held for top candidates during the second week of June.

Notify candidate of Board's decision: **June 24, 2021**

Training period begins **August 2, 2021**; official term as EIC begins January 1, 2022

PROCEDURES FOR SUBMITTING A PROPOSAL

A proposal must be submitted no later than **May 27**. A complete and concise proposal will contain information relating to the contractor's

- Experience
- Qualifications (CV)
- Vision for the future of the *Journal of Physician Assistant Education*
- Two published articles written as the primary author
- Two references

Proposals should be sent via email to: Libby Alesbury, JPAE Managing Editor, at alesbury@PAEAonline.org.

SUMMARY OF PRIMARY EDITOR IN CHIEF RESPONSIBILITIES

- Oversee the content and ensure and maintain the quality of the journal.
- Decide which reviewers should be invited to assess each submitted manuscript.
- Decide which manuscripts should be accepted without changes, accepted subject to recommended revisions, or declined, based upon the reviews.
- Select and/or approve the manuscripts chosen for each print issue or online only publication
- Work with PAEA staff member and JPAE Managing Editor to ensure the overall quality of the journal and coordination of the editorial process.
- Maintain a working relationship with the journal's publisher, Wolters Kluwer, to move manuscripts through the editorial and publication process in a timely manner.

POSITION DESCRIPTION

The Editor in Chief is the principal architect of the clinical, professional, and editorial content of the journal. The EIC is a well-known scholar and well-regarded within the physician assistant (PA) profession. The EIC has knowledge and experience within the scientific method. The EIC must be active in soliciting content from the best PAs and other thought leaders to be published in the journal. Working with the other editors and publishing staff, the EIC is the arbiter of the content of the journal. Among other functions, the EIC is responsible for:

Acting as an ambassador to the author/editor/reviewer/PA community. The EIC will be the public voice of the journal and will exercise that voice through appearances on behalf of the journal, through editorials in the journal, and through interactions with PAs and the public. The EIC will:

- Actively promote the journal to the PA profession and other relevant communities and constituencies
- Actively solicit manuscripts from leading PAs in order to facilitate the publication of high-quality content
- Work with publishing staff, feature editors, and PAEA to enhance the reputation of the journal
- Participate in panels or other public discussions relevant to the role as EIC
- Work in conjunction with the publishing staff and PAEA to create marketing objectives (from which the publishing staff and PAEA will develop and execute a plan) to attract authors and help customers realize the value of the journal

Setting the strategy for the journal. The EIC collaborates with the Publisher to monitor the competition and ensure that JPAE is state-of-the-art in terms of clinical content and science and is innovative through initiating new features and original editorial content. The EIC works in collaboration with publishing staff and the journal Editorial Advisory Board to set short- and long-term goals, objectives, and strategies for the journal. Typical items to be examined include nature



and scope of the journal, features and enhancements, changes in the author community, time to decision, enhancements to the electronic versions, and enhancements to the journal website. The EIC will present any major proposed changes annually to PAEA.

Leading the editor selection process. The EIC must work with the Editorial Board and provide direction and review for feature editors and peer reviewers. The EIC may include Editorial Board members as interviewers for feature editors and mentors for peer reviewers. The selection process will include standard agreements addressing such issues as conflict of interest or conduct standards.

Assigning review workload. The EIC will work with publishing staff and the Editorial Manager system to assign manuscripts to peer reviewers with the appropriate expertise. The EIC will be a source of rejections without review; feature editors will also have that option. The EIC will ensure that peer reviewers understand the need to balance fast turnaround with thorough and accurate review.

Decisions of ethics. The EIC upholds the ethics and conflict of interest policies of PAEA and published standards of the Publisher and works to resolve questions of ethics in publishing the journal. Ethical violations may involve, but are not limited to, copyright violations, republishing, plagiarizing (including self-plagiarizing), falsification of data or results, misattribution of authors, or misattribution of citations. The Publisher will inform the EIC of suspicious or unfavorable screening results for plagiarism, copyright violations, republishing or misattribution of citations, or incomplete submission of elements required by Information for authors. The EIC will support the responsibility and functions of the Publisher to determine whether violations are of a sufficiently serious nature to be forwarded to PAEA for investigation.

Reviewing and contributing to periodic monitoring reports. The EIC will periodically report to PAEA on the state of the journal. The Publisher will make available data and metrics such as usage, articles published, rejection rate, ISI impact factor, and other quantitative and qualitative measures as the EIC deems appropriate. The publishing staff will supply qualitative and quantitative information regarding new features to elevate the status of the journal as well as promotional and marketing efforts.

Conducting and attending meetings. The publishing staff in conjunction with PAEA will sponsor an annual meeting of the Editorial Board of the journal. A representative from the publishing staff and the Editorial Manager from PAEA will attend the meeting and provide updated information about the journal similar to a monitoring report. The Editorial Board will discuss the direction of the journal, ideas for improvement, technology and other innovations, and make recommendations for creating a positive impact on all facets of the journal. The EIC will periodically attend meetings of groups of EICs within the family of publications produced by the Publisher and participate as an active citizen to the Publisher.

Characteristics of Effective Editors in Chief

- High personal/scientific standards
- Highly respected in his/her field
- Experience in clinical practice and research
- Previous editorial experience, especially in a decision-making capacity
- Wide knowledge of PA education and practice and those working in it
- Energetic and committed
- Effective and positive communicator
- Ability to create and communicate vision
- Strong time-management skills
- Strong leader, good sense of teamwork
- Ability to work effectively with diverse viewpoints and approaches
- Effectively delegates responsibility
- Respects confidential information
- Cooperative and open-minded
- Firm decision-maker
- Promptly and effectively follows through
- Explores and embraces innovative technologies

CRITERIA FOR SELECTION

- Candidates must be faculty/representative at a PAEA member program.
- Editorial and management expertise relating to peer-reviewed periodicals, e.g., serving as a feature editor, member of an editorial advisory board, or as a peer reviewer for other journals
- Well-acquainted with PAEA, PA education, and related issues
- Ability to work with PAEA staff to produce a quality publication according to established timelines
- Ability to fulfill the time commitment necessary for this position
- Commitment to maintaining consistency of quality standards in order to continue to qualify for Medline indexing and to elevate the standing of the journal
- Preference will be given to candidates who have had extensive experience with the Journal of Physician Assistant Education



PERIOD OF SERVICE

The period of service will be from January 1, 2022, to December 31, 2024. The contract is subject to annual review and is eligible for renewal for a period of three years. The maximum length of service is two terms (six years). In addition, during the last five months of 2021, the appointee will work with the current EIC to ensure a smooth transition.

COMPENSATION

The contractor will receive a stipend for each issue of the journal, payable upon publication of each issue. Compensation will include all applicable taxes. No additional amount will be allowed due to the contractor's failure to include such taxes or as a result of a change in the contractor's tax liabilities. PAEA will also cover travel costs to attend the PAEA Education Forum and other relevant meetings. The appointee will also be paid a fee of \$1,000 for the training period during the last five months of 2021.

ASSIGNMENT

The contractor may not assign or transfer this agreement, any interest therein, or claim without the prior approval of PAEA.

CONFLICT OF INTEREST

The contractor shall ensure that there exists no conflict of interest, and every effort will be made to avoid the appearance of a conflict of interest between the contractor and the contractor's family, business, or financial interests and services provided under this contract. Should the situation change during the period of the contract, the contractor will advise PAEA of such change.

NATURE OF RELATIONSHIP

The contractor is independent of PAEA and shall not act as an agent for PAEA; nor shall the contractor be deemed an employee of PAEA for any purposes whatsoever. The contractor shall not enter into any agreement or incur any obligations on PAEA's behalf or commit PAEA in any manner without PAEA's prior written approval.

The EIC (contractor) and owners of JPAE each perform different roles, recognizing and respecting each other's authority and responsibilities. The primary responsibilities of the EIC are to ensure the integrity and quality of the journal and educate its readers; the owners are responsible for all aspects of publishing the journal, including budget and staff.¹

¹World Association of Medical Editors. (July 2009). *The Relationship Between Journal Editors-in-Chief and Owners* (formerly titled *Editorial Independence*). <http://wame.org/editorial-independence>.